



## UNPAID INTERNSHIP DESCRIPTION

### INTERNSHIP HOST INFORMATION

**State Department / Agency:** Department of Technology Management and Budget

**State Division / Office:** Records Management Services

**Location of Internship:** Lansing

### INTERNSHIP SCHEDULE

**Internship Time Period:** All Semesters

**Internship Hours Requested Per Week:** 16

### PREFERRED EDUCATION

**Major / Minor:** Information Science or Related Studies

**Level of Education:** Open to Undergraduates and Graduates

**Preferred Skills / Qualifications:**

- Experience with records management
- Innovative mind set
- Ability to analyze and interpret data

**Through this internship, student intern will develop or further strengthen the following competencies:**

<input type="checkbox"/> Adaptability	<input type="checkbox"/> Continuous Learning	<input type="checkbox"/> Initiating Action
<input type="checkbox"/> Building Strategic Working Relationships	<input type="checkbox"/> Contributing to Team Success	<input type="checkbox"/> Innovation
<input type="checkbox"/> Building Trust	<input checked="" type="checkbox"/> Customer Focus	<input type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input checked="" type="checkbox"/> Decision Making	<input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

### INTERNSHIP DESCRIPTION

**Internship Title:** Records Management Intern

**Intern Responsibilities / Projects:**

- Assist with the development of new applications in the HP TRIM document management system
- Assist with the analysis of recordkeeping systems and records Retention and Disposal Schedules

### APPLICATION PROCESS

Submit: 1) internship application, 2) résumé, 3) cover letter, and 4) academic history to:  
[MCSC-CareerServices@michigan.gov](mailto:MCSC-CareerServices@michigan.gov) or 517-373-7690 (fax).